

ZPC Use Only: File # _____
Application Fee \$ _____
Application Date _____
Other Requirements _____

June 11, 2014



TOWN OF SUFFIELD APPLICATION FOR SUBDIVISION/RESUBDIVISION

THIS APPLICATION MUST BE FILLED OUT COMPLETELY [Include 4 full size plans and 11-11"x17"]

1. { } Attach copy of Conservation Commission approval. [This is a prerequisite to application for Subdivision /Re-subdivision.]
2. Check One: { } Subdivision { } Re-subdivision
3. Subdivision/Re-subdivision Name/Title: _____
4. Property Address: _____
5. Assessor's Map Number: _____ Block Number: _____ Lot Number: _____
6. Total Property Acreage: _____ Total Wetlands Acreage: _____
(Subdivisions with 10 or more acres and 5 or more lots also require a Special Permit Application.)
7. Total Number of lots proposed including existing lot? _____ Average acreage per lot? _____
8. Zoning District[s]: _____ Is Property in a Historic District? _____
(If tract is in more than one zoning district show on plan.) (If yes, provide copy of Certificate of Appropriateness.)
9. Applicant's Name: _____ Phone#: _____
Address: _____ Cell#: _____
Email address: _____ Fax #: _____
10. Owner of Record *[if different]*: _____ Phone#: _____
Address: _____ Cell#: _____
Email address: _____ Fax #: _____
11. Agent's Name *[if different]*: _____ Phone#: _____
Address: _____ Cell#: _____
Email address: _____ Fax #: _____
12. Engineer, Surveyor or Designer: _____ Phone#: _____
Address: _____ Cell #: _____
Email address: _____ Fax #: _____
13. Zoning Board of Appeals Case # *[if any]*: _____ *[Provide copy of ZBA approval letter]*
14. Water Supply *[Provide evidence of adequate water supply]*? Public: { } Private: { }
15. Sewer *[Provide WPCA, DEEP or NCDHD approval letters]*? Public: { } Common: { } Private: { }
16. Total Acres of Open Space Proposed? _____ # of Parcels: _____ Wetland Acres *[if any]* _____
Proposed form of Open Space Ownership: _____
17. Are Waivers from the Subdivision Regulations being requested? _____ *[If yes, attach list with rationale.]*
18. Are Easements or Deed Restrictions Existing on Property? _____ *[If yes, attach list.]*
19. Names and Lengths of Proposed Streets *[if any]*: _____
20. Is any part of the Property located in a Flood Plain? _____ *[If yes, show on plan.]*
21. Is Property located within 500 feet of an adjoining municipality? _____
22. Does part of the Property abut an active farm? _____ *[If yes, see Subdivision Sec. 805.]*
23. Does part of the Property lie within the 65 dB of Bradley Airport? _____ *[If yes, see Subdivision Sec. 806.]*

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24. If new Roads are being proposed, has the Road Centerline been staked every 100 feet? _____

25. Total # of Abutters: _____ [Attach list of abutters' names and addresses located within 200 feet of property.]

26. Application Fee included: \$ _____ [Checks must be made out to "Town of Suffield".]
(\$300.00 per lot [minimum of \$600.00] plus \$60 DEEP fee and \$1 per linear foot of new roadway.)

27. By signing this application I am certifying that the above information is correct and that I have submitted all required documentation and am in compliance with the Town of Suffield Subdivision Regulations. I hereby authorize the Zoning and Planning Commission and their staff to enter upon the property shown on the enforcement and administration of the Town of Suffield Subdivision Regulations.

Record Owner Signature: _____ Date: _____

Applicant Signature [if other than Record Owner]: _____ Date: _____

APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

All applications/plans must contain all of the requirements found in the Town of Suffield Subdivision Regulations, including but not limited to the following item below.

Instructions: Check all items included in your application and return with application.

- { } Centerline of all proposed streets staked 100-feet apart with centerline stations marked.
- { } Four [4] full-size plans and eleven [11] reduced 11" x 17" copies of plans.
- { } Copies of all Conservation Commission, North Central District Health Department and Historic District Commission approval letters.
- { } Copies of all drainage reports, traffic studies, and environmental studies related to project.
- { } Locations, boundaries and areas of all lots (proposed and existing), adjacent streets or ways, and the locations and owners' names for all adjacent properties.
- { } Locations and outlines of all existing buildings, wetlands, waterways and other significant site features [stone walls, 24" diameter trees, fences, etc.] within 200 feet adjacent to proposal.
- { } Existing and proposed topography, including contours, locations of wetlands, streams, water-bodies, drainage swales, areas subject to flooding and unique natural land features.
- { } Existing and proposed structures, including dimensions and elevations.
- { } Locations of parking, driveways, sidewalks and access and egress points.
- { } Locations and descriptions of all proposed sewage treatment systems, water supply, storm drainage, and utilities.
- { } Proposed landscape features including the locations and descriptions of screening, fencing and plantings including a street tree plan.
- { } Proposed agricultural buffers and conservation easements.
- { } Location of proposed streets and traffic signs.
- { } Location and description of proposed open space and recreation areas.
- { } Identification of trees 18" in diameter or larger or any unusual species.
- { } Locations and elevations of Flood Hazard/Flood Plain on property.
- { } Identification of natural aquifers and necessary aquifer protection.
- { } Tabular summary to include proposed and required lot area and frontage for each lot; total land area, including ratio of wetlands to non-wetlands; percentage and area of proposed open space, including ration of open space wetlands to non-wetlands; and the average lot area proposed.
- { } Copy of percolation test results [if applicable].
- { } Storm drainage; pre and post development areas and calculations
- { } Erosion and sedimentation plan and narrative.
- { } List of all proposed waivers from the Zoning Regulations and rationale for each.
- { } North point, scale of map and date.
- { } Master development sketch.

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OPEN SPACE

In accordance with Subdivision Section 800, the conveyance of open space or a fee-in-lieu of open space *[except when a subdivision is transferred to a family member for no consideration]* is required when subdividing land in Suffield.

PRIOR TO APPLICATION

All Applicant's are strongly encouraged to meet with the Town Planner (860-668-3848) to discuss issues related to open space design, waivers from the Subdivision Regulations, requirements for special studies *[i.e., traffic, drainage, other]*, and other issues specific to an application **prior to application!**

Signature Block and Expiration Date notes are required to be placed on each page of the mylars (See sample below) and on the cover sheet of the paper copies.

| APPROVED | DATE |
|------------------------|-------|
| _____ Chairman | _____ |
| _____ Secretary | _____ |
| _____ Town Planner | _____ |
| _____ Town Engineer | _____ |

| |
|---|
| <p>SUFFIELD ZONING AND PLANNING Commission – Expiration Date Of Approval _____</p> |
|---|



Zoning and Planning Commission *Town of Suffield*

TOWN OF SUFFIELD FEE IN LIEU OF OPEN SPACE PROCEDURE

The applicant proposes a real estate appraiser to the Suffield Zoning and Planning Commission to determine the fee in lieu of open space.

Upon approval from the Suffield Zoning and Planning Commission, the applicant hires the proposed real estate appraiser to determine the amount of fee in accordance with Section 804 of the Suffield Subdivision Regulations.

The estimate of the fee is submitted to the Suffield Zoning and Planning Commission, which sets the amount at a meeting. Written notice of the fee is sent to the applicant and a proportional amount of the fee is paid to the Town of Suffield at the sale of each new lot in the subdivision.

Lots with existing structures are not included in the fee determination.

NOTICE

PLANS FOR ANY PROPOSAL TO
BE CONSIDERED BY THE
COMMISSION MUST BE
SUBMITTED TO THE Z & P
OFFICE AT LEAST (10) DAYS
PRIOR TO THE SCHEDULED
MEETING IN ORDER TO GIVE
STAFF AND MEMBERS OF THE
COMMISSION TIME TO REVIEW
SUCH INFORMATION. THIS CAN
AVOID ACTION ON YOUR
PROPOSAL BEING DELAYED TO
A SUBSEQUENT MEETING.